



AUG 28 2008

RSL-2008-06

MEMORANDUM FOR: TO ASSISTANT REGIONAL ADMINISTRATORS, F  
REGIONAL REALTY SERVICES OFFICERS

FROM: SAMUEL MORRIS  
ASSISTANT COMMISSIONER FOR OFFICE OF  
REAL ESTATE ACQUISITION - PR

SUBJECT: Procedures for FEMA Emergency and Disaster Leases

1. Purpose. This Realty Services Letter establishes procedures for the acquisition of leasehold interests in real property for the Federal Emergency Management Agency (FEMA) in response to declared emergencies.
2. Background.
  - a. When the President issues a disaster declaration, representatives of GSA, FEMA, and other agencies deploy to the affected area. In accordance with the GSA/FEMA Memorandum of Agreement dated June **18,2007** and Emergency Support Function #7 of the National Response Framework, GSA must provide contracting support services to FEMA consistent with mission assignments and tasks issued by FEMA.
  - b. These procedures outline some of the differences between our standard leasing process and the FEMA emergency and disaster leasing process.
3. Effective Date/Expiration Date. These instructions are effective immediately and will expire in 5 years, unless modified, extended, or canceled earlier.
4. Cancellation. None.
5. Applicability. This RSL applies to all real property leasing activities for FEMA in response to declared emergencies.
6. Instructions/Procedures. Instructions and procedures are attached. MOA's referenced herein are included on the Office of Real Estate Acquisition website.
  - a. Attachment 1 – FEMA Emergency and Disaster Leasing Process
  - b. Attachment 2 – Class Justification for Other than Full and Open Competition for Acquisitions of Space and Related Services to Support Federal Agencies Acting in Response to Emergencies OR Major Disaster Situations As Herein Specified
  - c. Attachment 3 – Memorandum of Agreement between DHSIFEMA and GSA, dated June **18,2007**.
  - d. Attachment 4 – Memorandum of Agreement between DHSIFEMA and DHSIICEIFPS, dated April **2, 2008**.